



Declaration of Estimated Tax for Individuals General Information

The Louisiana Income Tax Law requires that the tax be paid currently with respect to anticipated income on which no tax is withheld at source. Rents, royalties, dividends, interest, business profits, and professional fees are examples of income that must be included in computing your declaration of estimated tax. Form IT-540 ES is provided for making your declaration and computing the tax on such estimated income.

You should be able to make a proper determination of your liability for filing a declaration, and acquaint yourself with related payment and filing schedules, by reference to the following digest of declaration of estimated Louisiana Income Tax requirements.

1. **Who must make a declaration** – Residents and Nonresidents must make a declaration of estimated income tax if the estimated Louisiana income tax after credits and taxes withheld can reasonably be expected to exceed \$1,000.00 (\$2,000.00 in the case of a joint declaration of husband and wife).

Nonresidents will enter on Line 1 of the worksheet, their Louisiana adjusted gross income.

2. **When and where to file a declaration** – Your declaration must be filed on or before April 15, 2003, or on such later dates as are specified in instructions 5, 6, and 7 of this general information. It should be mailed to the Department of Revenue, P. O. Box 91007, Baton Rouge, Louisiana 70821-9007, or to any regional office of the Department.

3. **Payment of estimated tax** – You may pay estimated tax in full with the declaration, or in equal installments, on or before April 15, 2003, June 15, 2003, September 15, 2003, and January 15, 2004. Payment of the amount entered on the declaration must be made when the declaration is filed. Make payments to: Department of Revenue. **Do not send cash.**

NOTE: Reminder notices for estimated tax installments will not be sent to you. Please use the enclosed Form IT-540ES vouchers to forward your payments when due.

4. **Joint declaration** – A husband and wife should file a joint declaration with the following exceptions: No joint declaration may be made if the husband and wife are separated under a decree of divorce or of separate maintenance; or if they have different taxable years. If a joint declaration is made, a joint return should be filed for the taxable year. However, if returns are filed separately, the estimated tax for such year may be treated as the estimated tax of either the husband or the wife, or may be divided between them in such a manner as they may agree.

5. **Farmers** – If at least two-thirds of your gross income is from farming, you may file the declaration on or before January 15, 2004, instead of April 15, 2003. If you wait until January 15, 2004, you must then pay the entire amount of the estimated tax. However, if you file your final tax return on or before March 1, 2004, and pay the total tax at that time, you need not file a declaration for 2003.

6. **Fiscal year** – If you file your income tax return on a fiscal year basis, the dates for filing the declaration and paying estimated tax will be the 15th day of the fourth, sixth, and ninth months of your fiscal year, and the 15th day of the first month following the close of your fiscal year.

7. **Changes in income or exemption** – Even though your situation on April 15 is such that you are not required to file a declaration at that time, your expected income or exemptions may change so that you will become liable for filing a declaration later. In such cases, the time for filing is as follows: June 15, if the change occurs after April 1 and before June 2; September 15, if the change occurs after June 1

and before September 2; January 15, 2004, if the change occurs after September 1. The estimated tax may be paid in equal installments on the remaining payment dates.

If you report income on a fiscal year basis, there should be substituted for the months specified, the fourth, sixth, or ninth month of the current year, or the first month of the succeeding taxable year.

If by January 31, 2004 or March 1, 2004, in the case of farmers, you file your 2003 income tax return and pay in full the balance of tax due, then on or before January 15, 2004*, you need not:

- a. file any required amended declaration, nor an original declaration that would be due for the first time on January 15, 2004, nor
- b. pay the last installment of estimated tax on or before January 15, 2004.

NOTE: The January 15, 2004, filing of a declaration, amended declaration, the payment of the last installment, or the filing of an income tax return by January 31, 2004, will not relieve you of the additional charge if you failed to pay the estimated income tax that was due earlier in your tax year.

8. **Amended declaration** – If additional estimated tax is due above the amount of prior payments and credits, subsequent payments are to be computed in the following manner: The total amount of prior payments and credits are subtracted from the new estimate and the balance is divided by the remaining quarters in the taxable year.

9. **A penalty for failure to pay estimated income tax** – The following penalty is imposed by law for underpayment of any installment of estimated tax: 12 percent per year for the period of underpayment on the difference between the installment payment made and 90 percent (66 $\frac{2}{3}$ percent in the case of farmers) of the installment due on the basis of the tax for the year. The penalty with respect to any underpayment of any installment may be made unless the total amount of all payments of estimated tax made on or before the last dates prescribed for the payments of such installments equals or exceeds whichever of the following is lesser:

- a. The amount that would have been required to be paid on or before such date if the estimated tax were whichever of the following is least –
 1. The tax shown on your return for the previous year (if your return for such year showed a liability for tax and covered a tax year of 12 months), or
 2. A tax computed by using the previous year's income with the current year's rates and exemptions, or
 3. Ninety percent (66 $\frac{2}{3}$ percent in the case of farmers) of tax computed by projecting to the end of the year the income received from the beginning of the year up to the beginning of the month of the installment payment.
- b. An amount equal to 90 percent of the tax computed at the rates applicable to the tax year, on the basis of the actual taxable income for the months in the tax year ending before the month in which the installments are required to be paid.

* In the event that the date on which returns shall be filed falls on Saturday, Sunday, or a legal holiday, the return shall be made and filed on the next business day.

Worksheet for Estimating Your 2003 Louisiana Income Tax*Keep for your records. Do not mail.*

Form IT-540 and instructions for 2002 should be used as a guide.

1. Estimated adjusted gross income.	1.		00										
2. Estimated federal income tax for 2003	2.		00										
3. Your estimated Louisiana tax table income. (Subtract Line 2 from Line 1.)	3.		00										
4. Estimated Louisiana income tax. (Enter the amount from the tax computation worksheet here.)	4.		00										
5. Less: Total estimated credits from Line 12. Round to the nearest dollar	5.		00										
6. Adjusted Louisiana income tax (Subtract Line 5 from Line 4. If less than zero, enter zero.)	6.		00										
7. Less: Louisiana income tax to be withheld in 2003 , including credits carried forward. Round to the nearest dollar.	7.		00										
8. Estimated income tax (Subtract Line 7 from Line 6.)	8.		00										
9.													
<table border="1"> <tr> <td>If you first become liable to file a declaration on or before:</td> <td>Then enter on Line 9 and in "Amount of Payment" block on Form IT-540 ES</td> </tr> <tr> <td>April 15, 2003</td> <td>¹/₄ of Line 8 (Make 4 installments.)</td> </tr> <tr> <td>June 15, 2003</td> <td>¹/₃ of Line 8 (Make 3 installments.)</td> </tr> <tr> <td>September 15, 2003</td> <td>¹/₂ of Line 8 (Make 2 installments.)</td> </tr> <tr> <td>January 15, 2004</td> <td>Line 8 must be paid in full.</td> </tr> </table>	If you first become liable to file a declaration on or before:	Then enter on Line 9 and in "Amount of Payment" block on Form IT-540 ES	April 15, 2003	¹ / ₄ of Line 8 (Make 4 installments.)	June 15, 2003	¹ / ₃ of Line 8 (Make 3 installments.)	September 15, 2003	¹ / ₂ of Line 8 (Make 2 installments.)	January 15, 2004	Line 8 must be paid in full.			
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	9.		00										

Note: If your estimated tax should change during the year, you may use the amended computation below to determine the amended amount to be entered on the declaration voucher.

Amended computation

Use if estimated tax is substantially changed after the first declaration voucher is filed.

1. Amended estimated tax	1.		00
2. Less: A. Amount of last year's overpayment elected for credit to 2003 estimated tax and applied to date ..	2A.		00
B. Payments made on 2003 declaration	2B.		00
C. Total of Lines 2A and 2B	2C.		00
3. Unpaid Balance (Line 1 less Line 2C)	3.		00
4. Amount to be paid (Line 3 divided by number of remaining installments) Enter here and in "Amount of Payment" block on declaration voucher.	4.		00

How to use the declaration voucher

- Fill out the worksheet above to figure your estimated tax for 2003. Form IT-540 and instructions for 2002 should be used as a guide.

If you prepared a 2002 return on Form IT-540 or Form IT-540B and expect your income in 2003 to be the same as it was for 2002, you may compute your estimated tax using the information from your 2002 return. The figures used should be adjusted for factors that apply to 2003, but did not apply to 2002.
- Check your Social Security Number, name, and address on the voucher and correct any errors.
- Enter the amount shown on Line 9 of the worksheet in the "Amount of Payment" block on the voucher.
- Detach the voucher at the perforation and attach check or money order. Fill in the Record of Estimated Tax Payment schedule at the bottom of this page.
- Insert voucher and payment into the pre-addressed envelope and mail. For each later installment, you need to complete only the "Amount of Payment" block on the voucher, attach payment, insert in the envelope, and mail. However, if you must amend your estimate:
 - Fill out the Amended Computation Schedule above.
 - Complete the "Amount of Payment" block on the voucher.
 - Detach at the perforation and mail with the required payment. For each later installment, complete the "Amount of Payment" block on the voucher, attach payment, insert in the envelope, and mail.

Record of estimated tax payments

Voucher number	Date	Amount	Total amount paid to date
1			
2			
3			
4			
Total			